

VICTIM ASSISTANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a public contact position involving the responsibility for planning and organizing the Victim/Witness Assistance Program. The duties require the application of modern social work techniques in making evaluations of adult and child crime victims and in assisting persons involved in the criminal justice system. Interviews victims and witnesses of crime to determine the kind of assistance needed, and provides follow-up and referral service. Work is performed under the general supervision of the Victim Assistance Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Obtains and analyzes social and legal data for the preparation of case files and program reports;

Acts as a liaison with all segments of the health, mental health, social services, criminal justice, transportation and educational systems that may interface with victims' and witnesses' needs;

Prepares Office of Victims Services compensation claims;

Prepares monthly and quarterly statistical reports for funding;

Works directly with all Assistant District Attorneys to assess victims' and witnesses' needs and makes appropriate referrals;

Counsels victims and witnesses as to the workings of the criminal justice system;

Helps to maintain a variety of records utilized by the Victim/Witness Office;

Assists Coordinator on felony matters when necessary;

Attends court when appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Basic knowledge of social sciences, including sociology, psychology and economics; basic knowledge of social service programs and other community resources; basic knowledge of laws pertaining to victim advocacy and functions and procedures of family and criminal courts; basic knowledge of factors related to crime and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written materials.

MINIMUM QUALIFICATIONS: Either:

1. Master's Degree from a regionally accredited college or university or one recognized by the New York State Education Department in social work, education, administration, law, sociology, psychology, criminology or a related field; or
2. Bachelor's Degree from a regionally accredited college or university or one recognized by the New York State Education Department with at least 30 credit hours in social or behavioral science and two (2) years of counseling or casework in a recognized agency adhering to accepted standards in victim advocacy, probation, parole, social services, psychology or social work, or related field; or
3. An equivalent combination of training and experience as set by the limits of (1) and (2).

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: SEPTEMBER 20, 2001

REVISED: AUGUST 6, 2014

CIVIL SERVICE CLASSIFICATION: COMPETITIVE